



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS
Job Classification	Safety Officer
Posting Number	PN# 109672
Department	Human Resources
Division	Risk Management
Section	Safety
Reporting Location	611 Walker*
Workdays & Hours	M-F, 8 a.m. – 5 p.m. *

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Conducts and coordinates all safety training especially Defensive Driving, First Aid/CPR/AED, back injury prevention, etc., to client departments at various locations. Develops in-house safety training programs on work practices, new products, policies and laws. Oversees data collection for training classes including registration, class scheduling, post courses paperwork, etc. Will participate in preparation and review of needs assessments and safety audits/assessments. Stays current on new developments in occupational safety regulations and standards. Assists in the implementation and monitoring of environmental and industrial hygiene programs. May also conduct safety surveys and studies to evaluate departmental needs and make recommendations. May also inspect work sites to evaluate safety programs and safe working conditions. May also investigates accidents and injuries to determine unsafe conditions and recommends corrective action. Prepares, analyzes and evaluates statistical data to provide information for trends and solutions to work related problems.

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. The position may also require climbing and/or certain body contortions. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Technology, Engineering, Business administration, Public Administration or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four years of experience in Safety Administration or a closely related field are required. Pertinent professional experience may be substituted for the above educational requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS-

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

PREFERENCES

Ability to teach National Safety Council's Defensive Driving Course and American Red Cross courses is preferred.

SELECTION/SKILLS TEST REQUIRED- None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 21	
\$1211.00-1734.00.00 Biweekly	\$31,486.00 - \$45,084.00 Annually

OPENING DATE March 29, 2006

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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